Clerk File No. 309544

The City of Seattle – Legislative Department

Clerk File No. 309544
Office of the City Clerk Rule OCC-2008-01-CSC, relating to Civil Service Commission elections.

Clerk File sponsored by: _____

Committee Action:

Date	Recommendation	Vote

This file is complete and ready for presentation to Full Council. _____

Full Council Action:

Date	Decision	Vote

Related Legislation File: _____

Date Introduced and Referred:	To: (committee):
Date Re-referred:	To: (committee):
Date Re-referred:	To: (committee):
Date of Final Action:	Disposition:

8.21.08
Date Filed with City Clerk

By

ELECTION RULES

CIVIL SERVICE COMMISSION

Governing the administration of the elections for the employee-elected members of the Civil Service Commission.

OFFICE OF THE CITY CLERK RULE OCC-2008-01-CSC

Adopted August 11, 2008
Supersedes Rules of October 12, 1999

AUTHORITY
Seattle Municipal Code 4.04.250 provides that the City Clerk administer the elections for employee-elected members of the city's Civil Service Commission.

POLICY
Elections for the employee-elected Civil Service Commissioners shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation of all eligible employees.

DEFINITIONS

Candidacy Declaration Week
In an election year, Candidacy Declaration Week begins 8:00 a.m. on the first Monday of October, and ends COB the following Friday.

Civil Service Commission
The quasi-judicial body responsible for providing civil service employees with fair and impartial hearings for appeals where jurisdiction has been granted by the City Charter or Personnel Ordinance.

The commission provides covered employees with civil service systems governing appointments, promotions, layoffs, recruitment, retention, classifications, removals and discipline.

The commission has three commissioners who each serve three-year staggered terms. One commissioner is appointed by the Mayor, one is appointed by the City Council, and one is elected by eligible voting employees.

COB
Close of business, usually 5:00 p.m.

Election Year
An election shall be held during the week beginning with the first Monday in November 1987, and every third year thereafter.

Eligible Employee Voters
All regular and probationary employees of the City whose job positions are covered by the civil service system are eligible to vote in the Civil Service Commissioner elections. Elected officials, department heads, temporary

employees and all other employees whose job positions are not part of the civil service system are not eligible to vote. Certain sworn public safety employees are covered by the Public Safety Civil Service system which has separate election rules (see Clerk Rule OCC-2008-02-PSCSC).

Eligible Candidate
Any person who is not an employee of the Mayor's Office, City Council staff, or a member of the commission staff, or who is otherwise exempt from civil service, may be a candidate for election as Commissioner.

OCC
Office of the City Clerk

Polling Place
The polling place shall be the Office of the City Clerk, Floor 3 of City Hall, 600 4th Avenue. The polling place accepts ballots delivered in person, ballots mailed via US Mail to P.O. Box 94728, Seattle 98124-4728, or via City of Seattle internal mail to Mail Stop CH-03-10.

Voters Pamphlets
The voters' pamphlet is published by the City Clerk and distributed to each eligible voter. The pamphlet contains information about the candidates and candidates may provide a photo, if desired.

PROCESS

A. City Clerk

1. Supervises the election process.

2. Announces the upcoming election and provides the election rules using a variety of media, including but not limited to electronic bulletin board postings, and printed announcement mailed to city departments and collective bargaining unit representatives.

3. Furnishes Candidacy Declaration forms to any eligible person requesting one, from the first Monday of October through the following Friday each election year.

4. Publishes a voters' pamphlet containing information about the candidates and distributes to each eligible voter.

5. Distributes ballots and voting materials to eligible employee voters.

6. Takes custody of all ballots delivered to the OCC by COB on the Friday of the election week, and those postmarked no later than 12:00 midnight on the Friday of election week.

7. Authenticates all submitted ballots and certifies the election results no later than the second Monday following the election week.

8. Declares as election winner the candidate receiving the majority of the votes counted. If no candidate receives a majority of the votes counted, calls for a runoff election.

9. Notifies all candidates of the election results by the second Monday following the election week.

10. Publishes election results and places certification of election results into official Clerk Files in the OCC. Retains election materials and documentation in accordance with retention requirements established by the City Records Management Program.

B. City Departments

1. Post Notices of Election and election rules on department bulletin boards.

C. Personnel Department

1. Upon written request from the City Clerk, checks appropriate City personnel records to determine the eligibility of all employees who have declared their candidacies for the positions of employee-elected Commissioner; and notifies the City Clerk of the results, in writing, by COB the first Monday following the close of Candidacy Declaration Week.

2. Provides to the City Clerk by COB on the Friday preceding the announcement of the election, lists of employees eligible to vote, and their home mailing addresses.

D. Candidates

1. Obtain a Candidacy Declaration form from the City Clerk, and submit completed form to the City Clerk during Candidacy Declaration Week.

2. If so desired, provide to the City Clerk a written statement in both paper form and in Microsoft Word, not to exceed 200 words, for printing in the voters' pamphlet. The statement should include candidate's name, work address and work phone, which are not included in the 200 word count.

3. If so desired, provide to the City Clerk a photograph of him/her self, that meets established and announced standards, to accompany the candidate statement in the voters' pamphlet.

4. File the candidate statement and photographs with the City Clerk by COB the Wednesday following the close of Candidacy Declaration Week.

If candidates do not submit statements, the City Clerk will use candidate information from the Candidacy Declaration forms.

5. Comply with terms of Fair Campaign Practices Ordinance (SMC 2.04), including, but not limited to, filing with OCC two copies of all disclosure statements regarding campaign financing.

E. Eligible Voting Employees

1. Make sure your current and correct home mailing address is on file with City Personnel.

2. Read and follow voting instructions distributed with your ballot; correctly use all envelopes provided with your ballot.

3. Provide all requested information on "Voter Eligibility Identification Envelope" to ensure your voting eligibility can be verified. The envelope with this identifying information is separated by election staff from the envelope containing

the actual ballot, ensuring your voting confidentiality.

4. Vote only once.

5. Return your completed ballot, in all the correct envelopes, to the polling place before the close of election week.

F. Collective Bargaining Units, Employee Organizations, and Candidates

1. If desired, appoint one representative to witness the ballot handling process. Provide notification of any such appointment to the City Clerk, in writing.

G. Elections Staff

1. Verify eligibility of voters.

2. List envelopes of ineligible voters on control sheets and forward unopened to the City Clerk.

3. Keep ballots separated from voter identification envelopes.

4. Count and verify ballot votes, enter results onto control sheets and forward all ballots and control sheets to the City Clerk.

H. Runoff Election

1. If no candidate receives a simple majority (at least 50% plus one vote) of the votes qualified and counted, a runoff election will be held, and the results certified, by the last business day of December of the election year.

2. The candidates for runoff shall be the candidates receiving the highest number of votes and the next highest number of votes.

3. If two or more candidates tie for second place in the regular election, the second place finishers shall draw lots to determine which candidates participate in the runoff election.

4. The runoff election shall be scheduled so that completion of voting, tabulation and certification is completed by the last business day of December of the election year.

5. Runoff elections are conducted in the same manner as the regular elections.

Rule OCC-2008-01-CSC
Adopted August 11, 2008

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Judith E. Pippin
City Clerk